

**ADVISORY BOARD OF ZONING APPEALS  
RICHMOND INDIANA**

- ✓ Petition - Completed in entirety, including signed by OWNER and notarized.
- ✓ Filing fee of \$50.00, check payable to "City of Richmond".
- ✓ Include site plan as specified on petition.
- ✓ Return Petition, complete with ALL information, by 18<sup>th</sup> of month.
- ✓ Plan Department staff prepares Legal Notice of Public Hearing and places the advertisement in local newspaper at least ten (10) days prior to hearing.
- ✓ Plan Department staff mails Notice of Public Hearing to Adjoining Property Owners at least ten (10) days prior to hearing.
- ✓ Petitioner or agent MUST be present at hearing.
- ✓ Hearings are 2<sup>nd</sup> Thursday of each month at 7:00 p.m., Indiana time -- held in Council Chambers on 3<sup>rd</sup> floor of Richmond Municipal Building, unless notice has been given for change of date.
- ✓ Board will hold Public Hearing and, in most cases, vote on the case the night of the hearing – three (3) votes are required for official action.
- ✓ Permits for work covered by above actions may be obtained the next working day after BZA approval.
- ✓ I / We agree to allow the Planning Office to place an informational sign in our yard for a minimum of 10 days before the BZA Hearing.

*I, the undersigned, have read and understand the above requirements and conditions and will abide by them.*

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